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# Facsimile Cover Sheet

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**Phone:**  
**FAX:**

**From:** Mike Bellamy  
**Company:** LANTNAVFACENGCOM Code 051  
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**Date:** 8 Sep 98  
**Pages including this**  
**cover page:** 7

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**DEPARTMENT OF THE NAVY**  
**ATLANTIC DIVISION**  
**NAVAL FACILITIES ENGINEERING COMMAND**  
1510 GILBERT ST  
NORFOLK, VA 23511-2899

TELEPHONE NO:  
(757) 322-8403  
DSN 262-8403  
IN REPLY REFER TO:  
11100  
Code 051  
3 SEP 98

**MEMORANDUM FOR DISTRIBUTION**

Subj: YEAR 2000 (Y2K) COMPLIANCE FOR NAVFAC CONTRACTS

Ref: (a) LANTNAVFACENGCOM Code 051 FAX of 4 Aug 98

Encl: (1) Sample ROICC ltr

1. The purpose of this memorandum is to provide additional technical guidance on our effort to identify and secure Y2K compliance on active construction contracts. Active construction contracts are those which are under construction or have been accepted for beneficial occupancy but were not closed-out as of 31 August 1998. NAVFAC has assigned LANTNAVFACENGCOM Code 09A, Head, Project Operations Group, with the responsibility for Y2K compliance for active LANTNAVFACENGCOM construction contracts. These action requirements are intended to provide an orderly and consistent approach to obtaining Y2K compliant facilities.

2. Per reference (a), each field office should have issued amendments on contracts being advertised, selected Y2K coordinators and completed their inventories of projects under construction to determine which contracts have potentially affected specifications sections. Our next step is as follows:

a. By 8 September 1998, each field office will send a letter, based on the format of enclosure (1), to the prime contractors whose contracts have potentially affected specification sections.

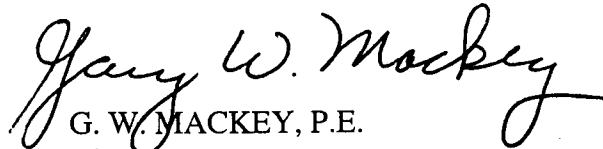
b. LANTNAVFACENGCOM Code 051 has developed a Y2K Contract Compliance Inventory Log. This log was sent to you electronically and can be used to capture/manage Y2K data. Reference (a) requested inventories be completed and forwarded to this office.

c. By 11 September 1998, we will publish Y2K monthly field office reporting requirements. This information will be used to monitor our progress towards securing the appropriate Y2K compliance.

d. By 11 September 1998, each field office will revise their design review checklists to include an item that insures all pre-final design specifications have the appropriate Y2K compliance listed.

e. LANTNAVFACENGCOM Code 051, along with the Naval Facilities Engineering Service Center, will continue to explore other options/avenues for getting Y2K technical assistance and training for our field offices and component Commands. An update on our efforts will be published on a monthly basis.

3. If you have any further questions or need any assistance, please contact Mr. Luke Jackson, LANTNAVFACENGCOM Code 05 Y2K Coordinator, at (757) 322-8425 or DSN 262-8425.



G. W. MACKEY, P.E.  
Director  
Construction Division

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**ROICC Letterhead**

**(Identification Symbols)**

**(Prime Contractor's Name and Address)**

Dear \_\_\_\_\_:

**SUBJECT: (CONTRACT NUMBER AND TITLE)**

We need for your assistance in identifying computer-controlled components that could fail on January 1, 2000. Components supplied under the following specification sections could be effected:

- a.     **(Specification Section)**
- b.     **(Specification Section)**
- c.     **(Specification Section)**

Please have your suppliers, who provided materials covered by the above specification section(s), complete the enclosed survey by October 30, 1998. If you have any further questions, please contact \_\_\_\_\_ **(Name)** \_\_\_\_\_, our Year 2000 (Y2K) Coordinator, at \_\_\_\_\_.

Your cooperation in this matter is greatly appreciated.

**(ROICC's Signature Block)**

Enclosure: 1. Y2K Compliance Audit System Survey

Copy to:  
LANTNAVFACENGCOM (Code 051)

Encl (1)

Prime Contractor: \_\_\_\_\_

**Contract Number:** \_\_\_\_\_

Project Title: \_\_\_\_\_

[illegible]

## NOTES:

1. Use System Codes as defined by the Facility Systems Master Checklist Form. (Attachment 1)
2. Use Date Sensitivity Codes as defined by Category Checklist. (Attachment 2)

# YEAR 2000 COMPLIANCE AUDIT SYSTEM CODES

SYSTEM CATEGORY AND TYPE	SYSTEM CODES
A. <u>Fire/Life/Safety/Systems</u>	
Fire Detection and Alarm	FA
Smoke Detection	SD
Fire Suppression (Halon/Gas)	FSH
Fire Suppression (Pre-Action Sprinklers)	FSS
Intercom/PA	IC
B. <u>Building Control Systems</u>	
Lighting Controls	LC
Landscape/Irrigation Controls	LSC
Signs/Sign Clocks	SGN
Parking Control Systems	PRK
Under-Floor Liquid Leak Detection	ULD
C. <u>Security/Surveillance Systems</u>	
Access Control Systems	AC
Video Surveillance Systems	VS
Vault Locking Systems	VLT
Intrusion Alarm Systems	IAL
D. <u>Electrical Systems</u>	
Standby Generator Systems	SBG
Uninterruptible Power Systems	UPS
Battery Monitoring Systems	BTM
Electrical Switchgear	ESG
Automatic Transfer Switch	ATS
Emergency Power Off	EPO
Power Distribution Units	PDU
E. <u>Mechanical Systems</u>	
HVAC Controls	HVAC
Chiller/Compressor Controls	CMP
Thermostats/Digital	DTS
Humidification Systems	HUM
Air Filtration	FIL
VFD/Motor Controls	VMC
Storage Tank Level Monitor Systems	TLM
Storage Tank Leak Detection Systems	TLD
F. <u>Transportation Systems</u>	
Elevator Controls	ELV
Escalator Controls	ESC
Vertical Lift/Conveyor Systems	VLC
G. <u>Other</u>	OTH

**YEAR 2000 COMPLIANCE AUDIT  
DATE SENSITIVITY CODES**

**CATEGORY "Y":** The item is determined to be date sensitive, or has reasonable expectation of exhibiting date sensitive characteristics. Additional follow-up is required.

**CATEGORY "?":** The item may exhibit date sensitive characteristics, but additional analysis and/or research is required to make a firm determinations. Additional follow-up is required.

**CATEGORY "N":** The item is determined no to, or to be extremely unlikely to exhibit date sensitive characteristics.

**CATEGORY "NF":** The item has explicitly been determined not to exhibit any possibility of date sensitive behavior. No additional follow-up is required.